



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HOUSEKEEPER

Job Number: 21001021

Job Code: 14090V160316

Job Group: 1400 - LAUNDRY AND HOUSEKEEPING

Job Established: 11/16/2015

Job Revised: 03/16/2016

Grade: 06 Salary (MIN - MID):

\$8,435-\$11,174 - Hourly

\$1,370.70-\$1,815.78 - 37.5 Hr. Monthly Salary

\$1,462.08-\$1,936.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

Probationary Period: This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Perform routine housekeeping functions in the cleaning of common areas, dormitories, residences, hospital/nursing home rooms, and/or administrative offices.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Clean designated areas such as resident living spaces, common areas, and other areas as assigned. Assist with residents as the need arises. Work in laundry as assigned. Performs general cleaning, floor care, washing, sanitizing, polishing furniture/fixtures, waste removal, stocking supplies, and cleaning windows. Ensure that housekeeping supplies are replenished in work areas. Ensure that equipment, tools, and supplies are cleaned and properly stored at the end of each shift.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves some lifting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May risk exposure to chemicals associated with cleaning supplies.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the _____ length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.